



# Office of Naval Intelligence

## Welcome Aboard

### Reserve Management Office

Welcome to the National Maritime Intelligence Center (NMIC) and the Office of Naval Intelligence (ONI). Our mission at ONI is to provide timely and reliable Maritime Intelligence collection, analysis, production, dissemination and services in support of national defense. During your Annual Training (AT) or Active Duty for Training (ADT) period, you will be assigned to the area or project where your knowledge, skills, and mobilization training will be best used and enhanced. The Reserve Management Office will assist in making your Annual Training a valuable and productive experience. I urge you to take advantage of your time here to learn as much as possible about ONI and its many missions.

Whether you are a veteran or newcomer to ONI, we welcome you and look forward to a mutually enjoyable, beneficial, and productive experience.

WELCOME ABOARD!

*R. K. Gouger*

R. K. GOUGER  
CDR USN

**Department of the Navy**

Office of Naval Intelligence

Reserve Management Office

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A staff member is available to assist you Monday through Friday (0730-1630 EST).



## **CHECK LIST:**

1. **Original Orders** – Your orders can be downloaded from the Navy Reserve Order Writer System (NROWS) system. Verify that the following are correct: Report date, Rate/Rank, Address, BAH (with dependents, if applicable), Travel code, and Accounting data; **correcting all errors in these areas through order modifications prior to your arrival to avoid delays with your pay.**

a. **Rental Car Authorization** – ONI cannot authorize rental cars. We can only make recommendations to the NIRR/NOSC-OIC, based on the number of individuals performing annual training, and on COMNAVRESFOR's guidelines of one vehicle per four individuals, regardless of where they are residing or from which units they originated. Although we have some flexibility in requesting rental car authorization, under absolutely no circumstance will we request more than one vehicle for members of the same unit.

2. **Record of Emergency Data (Page 2) – Effective 01 JUL 2010,**

a. SELRES going on AT/ADT must verify their Page 2 via NSIPS Self-Service Electronic Service Record (NSIPS ESR) account. Verification is required within 180 days of report date for AT/ADT orders.

b. Personnel Support Detachments (PSD's), and other offices responsible for paying AT/ADT entitlements, will confirm the correct BAH entitlement via NSIPS.

It is critical that all personnel have an ESR account, to verify their dependency data. COMNAVRESFOR has posted the procedure on the private side of the Navy Reserve Homeport under Reservist Toolbox, ESR, at the following link:  
<https://private.navyreserve.navy.mil/ReservistToolbox/Lists/ESR/DispForm.aspx?ID=3&Source=https%3A%2F%2Fprivate%2Enavyreserve%2Enavy%2Emil%2FReservistToolbox%2FPages%2FESR%2Easpx>

3. **Government Travel Charge Card (GTCC)** – Reservists with a GTCC for use while on AT or ADT should work with their NIRR/NOSC GTCC Program Coordinator to ensure their card is ready for use. You can receive limited cash advances with your GTCC. If you do not have a GTCC, please contact your NIRR/NOSC to receive a cash advance for your AT/ADT. The cost of a car rental and lodging for a two-week period can exceed \$3,000. This is a significant amount to put on a personal credit card. Please plan in advance to avoid any problems during your AT/ADT.

4. **Security Clearance Requirements:** The member is responsible for ensuring their security information is in Joint Personnel Adjudication System (JPAS) (see your SSO). If compartmentalized indoctrination is necessary please have your SSO contact ONI SSO at 301.669.4488 or DSN 659.4488. See message from SSO Navy, R211829Z JUL 05, entitled DISCONTINUATION OF CLEARANCE CERTIFICATION MESSAGE.

5. **Prohibited Items in the NMIC:** Please see section 6.1 for a list of prohibited items.

6. **Proper Uniform:** Refer to section 7 for uniform requirements and seasonal changes. If you bring the wrong uniform, it will be your responsibility to immediately obtain the proper uniform, at your own expense. Please, don't be caught off guard.

7. **Medical Considerations:** (See section 3.3 for additional information).

a. Reservists should be aware that performing orders at ONI subjects them to the full medical and PFA requirements required of the Active Duty Sailors. The requirement to remain within Body Composition Standards and participate in the required Physical Training sessions of the supported center still applies.



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## 1. TRAVEL DIRECTIONS – NEW CHANGES IN RED

**NOTE:** **Suitland Road** and **Suitland Parkway** are different thoroughfares. There is no access to the National Maritime Intelligence Center (NMIC) from Suitland Parkway. **ALL VISITORS WILL ENTER ON GATE 5 – MAIN SFC ENTRANCE.**

### 1.1 Area Airports

Three airports serve the Washington DC area.

a. **Directions from Reagan National Airport:** (Approximately 12 miles west of ONI). Take George Washington Memorial Parkway north (toward Washington) to I-395. Follow I-395 into Washington and follow the signs to I-295 South. Take I-295 South to the Suitland Parkway exit and stay on the Parkway to the Silver Hill Road (North) exit. **Once you are on Silver Hill road, the Suitland Federal Center (SFC) main gate entrance or Gate 5 (on Swann Road) will be on your left. Enter Gate 5 and follow this road until you see NMIC (Glass Building) on your left. Pass first gate (Gate House #3-Employee entrance) and Guard House until you see on your left the entrance of the National Maritime Intelligence Center.** ONI police at the gate will direct you to visitor parking.

b. **Directions from Dulles International Airport:** (Approximately 40 miles WNW of ONI). Exit Dulles to Capital Beltway, which is I-495 south to the Potomac River where you follow I-95 north. The exits countdown to Exit 1 on the west side of the Potomac (in Virginia) and start counting up on the east side of the river (in Maryland) with Exit 2. Proceed southeast around Washington on I-95 to Exit 9. This exit will lead you to Allentown Road. Turn left onto Allentown Road and go to the first traffic light (Andrews AFB Main Gate will be on your right - Holiday Inn/McDonald's on your left). Turn left onto Suitland Road. **Stay on Suitland Road until you reach Silver Hill Road. Turn left on Silver Hill Rd. Suitland Federal Center will be on your right. Enter main gate (Gate 5) and follow this road until you see NMIC (Glass building) on your left. Pass first gate (Gate House #3-Employee entrance) and Guard House until you see on your left the entrance of the National Maritime Intelligence Center.** ONI police at the gate will direct you to visitor parking.

c. **Directions from Baltimore-Washington International Airport (BWI):** (Approximately 40 miles ENE of ONI). Exit BWI to Baltimore-Washington Parkway. Proceed south to I-95. Continue south on I-95 to Exit 9 which circles over I-95 to Allentown Road. Turn right on Allentown Road and go to the first traffic light (Andrews AFB main gate on left - Holiday Inn/McDonald's on right). Turn right onto Suitland Road. **Stay on Suitland Road until you reach Silver Hill Road. Turn left on Silver Hill Rd. Suitland Federal Center will be on your right. Enter main gate (Gate 5) and follow this road until you see NMIC (Glass building) on your left. Pass first gate (Gate House #3-Employee entrance) and Guard House until you see on your left the entrance of the National Maritime Intelligence Center.** ONI police at the gate will direct you to visitor parking.

## 1.2 Private Auto

a. **From North and East:** Follow the Capital Beltway (I-95/495) south to Exit 9. This exit circles over the interstate to Allentown Road. Turn right on Allentown Road and go to the first traffic light (Andrews AFB main gate on left - Holiday Inn/McDonald's on right). Turn right onto Suitland Road. Stay on Suitland Road **until you reach Silver Hill Road. Turn left on Silver Hill Rd. Suitland Federal Center will be on your right. Enter main gate (Gate 5) and follow this road until you see NMIC (Glass building) on your left. Pass first gate (Gate House #3-Employee entrance) and Guard House until you see on your left the entrance of the National Maritime Intelligence Center.** ONI police at the gate will direct you to visitor parking.

b. **From South and West** –Follow the Capital Beltway (I-95 toward Baltimore) and proceed to Exit 9 (Andrews AFB/ Allentown Road exit). Turn left onto Allentown Road and go to the first traffic light (Andrews AFB main gate on right - Holiday Inn/McDonald's on left). Turn left onto Suitland Road. Stay on Suitland Road **until you reach Silver Hill Road. Turn left on Silver Hill Rd. Suitland Federal Center will be on your right. Enter main gate (Gate 5) and follow this road until you see NMIC (Glass building) on your left. Pass first gate (Gate House #3-Employee entrance) and Guard House until you see on your left the entrance of the National Maritime Intelligence Center.** ONI police at the gate will direct you to visitor parking.

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## 2. PROCESSING PROCEDURES

To access the NMIC building you must have a security badge. If you do not have a security badge, follow these procedures:

### 2.1 Security Badge Procedures

Enter through the Visitors' entrance and proceed to the Badge Office located to the right of the Quarterdeck. The Badge Office issues all badges needed for access into the building and parking passes. To receive your temporary visitor's badge and parking pass, present your military ID or Driver's License, inform them you are here on AT/ADT and the number of days you will be here.

Your security badge must be displayed at all times and worn above the waist. Although you will retain your badge until checkout, do not display your badge after exiting the NMIC grounds.

### 2.2 Access within the NMIC Building

To enter the building from either quarterdeck, swipe the badge once through the turnstile card reader and enter your four digit PIN then push the '#' button; enter through turnstile.

To exit building from either quarterdeck, swipe badge and exit through turnstile.

To enter or exit through the portals located on the first deck at the end of corridors A and D follow directions located on the door. Smokers use these portals.

To access individual rooms; swipe your badge through the card reader for that door. If the iddle light (green to yellowish) lights up, enter four digit pin followed by the '#' button. The card reader will indicate access granted and you may enter the door. Badges do not automatically work for all doors, even if you have the appropriate clearance. If you can't get into a workspace, notify your sponsor.

### **3. ORDERS PROCESSING PROCEDURES**

#### **3.1 Check In Procedures**

All reservist reporting for AT/ADT at ONI will check-in at ONI Reserve Management Office, Room 1B130 at or before 0730 as specified in your AT/ADT orders. **DO NOT BE LATE.**

a. The ONI-25 Admin Assistant conducts check-in and will issue a check-in package. Please ensure you have copy of your orders available for endorsement and that you have verified your Page 2 via the NSIPS ESR.

#### **3.2 Check Out Procedures**

Time of check out on the last day of your orders is completely controlled by the department to which you are assigned.

a. **Travel Claim:** All reservists are required to submit a Travel Claim after completing their AT/ADT. Travel Claims will be submitted through their own NIRR who will verify the claim, sign it and then transmit it to the PSD servicing their area.

b. **FITREP/EVALS:** Effective January 2006 Evals and Fitreps will not be required for AT/ADT periods for reservist attached to ONI Units. See ALNAV151/05 dtg 051318Z JUL 05

#### **3.3 Medical Information**

If you become sick or get hurt while on Active Duty, call (240) 857-2850, Naval Air Facility Medical Department (Branch Health Clinic, 1 San Diego Loop, Andrews AFB, MD 20762) to make a sick call appointment. After hours, report to the Emergency Room of Malcolm Grow Medical Center, Andrews AFB (240) 857-2158. Immediately inform the Reserve Management Office (ONI-25) after receiving medical treatment. **In any instance of illness or injury including treatment received by a private physician, contact the ONI Reserve Management Office.** Notification to the appropriate ONI personnel of your condition will be done by the OSO. Remember that you are on ACTIVE DUTY while on AT/ADT and are subject to the same medical and administrative regulations that govern full-time members.

## 4. LODGING

### 4.1 Certificate of Non-Availability Number (CNA)

All SELRES members reporting to ONI at Suitland, MD with orders directing them to “utilize government quarters” and/or “government quarters are available” must check in with the local berthing center (NAF Andrews at 301/817-2021) for room availability. You must stay in government quarters if a room is available. If a room is not available the local berthing center will issue a Certificate of Non-Availability Number (CNA); once a CNA is obtained the member must arrange commercial lodging through SATO.

All SELRES members reporting to ONI at Suitland, MD whose orders state that “government quarters are not available” do not require a CNA. All commercial lodging must be arranged through SATO per the JTFR Para U1051.

In instances where a command makes reservations for a SELRES member at the BOQ/BEQ facility and directs the member (in their orders) to utilize government quarters they must do so. Payment or reimbursement for commercial lodging will not be authorized.

### 4.2 Bachelor Officer Quarters

Although there are other bases in the greater Washington, DC area with accommodations for officers, the commuting distance to Suitland is excessive. Additionally, some of the bachelor quarters are listed as “sub-standard” accommodations for military personnel. Below is a summary of military accommodations for officers in the metropolitan area:

<u>Location</u>	<u>Reservations</u>	<u>Comments</u>
a. Andrews Joint Base  Presidential Inn Bldg 1380 California Ave.	(301) 981-4614	No meals, close to  dining facilities
b. NAVSTA Anacostia Navy BOQ Bldg 93	(202) 433-3862 DSN 288-3862	Walking distance to "O" Club (River Room) and Legends NO DEPENDENTS

<u>Location</u>	<u>Reservations</u>	<u>Comments</u>
c. Bolling AFB Bolling Inn Bldg 602	(202) 404-7050 DSN 297-5771 Four - eight weeks notice	Walking distance to "O" Club. NO DEPENDENTS

- |                  |                               |
|------------------|-------------------------------|
| d. Navy Lodge    | (202) 563-6950                |
| Bellevue Housing | Within 60 days of report date |
| Bldg 4412        | Subject to availability       |

#### **4.3 Bachelor Enlisted Quarters**

Enlisted personnel can utilize the Bachelor Enlisted Quarters (BEQ) at NAF Washington, DC (Andrews AFB). The NAF Washington BEQ is considered "sub-standard" berthing. NOTE: If you elect to stay in the BEQ, you will not receive the full per diem rate for meals, incidental and expenses. There is a Navy Enlisted Dining Facility close to the barracks, so PSD will only allow a partial per diem payment to cover your lunch away from the facility.

a. Make reservations within 90 days of AT at (301) 817-2363. Indicate you are performing AT and have priority SIX. If room is available, you will receive a confirmation number. Do not use the term "space available" as this will place you in a lower priority.

b. BEQ check-in must be completed at the Regional Bachelor's House (RBH), Bldg 1687. Each room has lockable storage space (you must provide your own padlock) and a small refrigerator. A small kitchen is available for individuals wishing to prepare their own meals. There is also a weight room available. Each room is designed for two people; however, one person per room during AT periods is possible. If desired, you may request reservations for two individuals who desire to room together regardless of pay grade (E-6 and below). For E-7's and above, only one person per room will be assigned. Reservations at the BEQ should be re-confirmed within 72 hours and at minimum 24 hours prior to arrival. Inform the BEQ of your estimated arrival time if after 1800. When confirmed with late arrival time, reservations will be held.

c. Transportation to and from the BEQ can be obtained by calling the ONI quarterdeck, (301) 669-5557 between 0600 and 0615 on the morning you require a ride. Morning pick-up will occur between 0635 and 0645. BEQ personnel requiring a ride in the afternoon need to inform the OOD by 1530; departure time will be 1630. Personnel using government quarters and reporting at times other than normal working hours must furnish their own transportation.

#### **4.4 Hotels/Motels Convenient to NMIC**

To receive the military rate you must state you will be on orders when you make your reservation.

- a. Colony South Hotel, Route 5 and Surratts Road, Clinton, MD 20735  
(301) 856-4500  
Parking: Free
  
- b. Holiday Inn Express, 4783 Allentown Road, Camp Springs, MD 20746  
(301) 423-2323 or 1-800-HOLIDAY

Parking: Free

- c. Comfort Inn, 7979 Malcolm Road, Clinton, MD 20735  
(301) 856-5200  
Parking: Free
- d. Econo Lodge, 7851 Malcolm Road, Clinton, MD 20735  
(301) 856-2800  
Parking: Free
- e. Hawthorn Suites, 420 North Van Dorn Street, Alexandria, VA 22304  
Reservation: 800-527-1133
- f. Ramada Inn, 5151 Allentown Road, Camp Springs, MD (301) 899-7700  
Parking: Free (Indicate you are a reservist on orders and show orders upon arrival to receive military rate.)
- g. Super 8 Motel and Motel 6, located on Allentown Road are also convenient. Please call 1-800- numbers for these motels if you are interested.

**NOTES:**

(1) Ensure that the hotel you choose does not exceed the established allowances for lodging; otherwise, you must pay the difference without reimbursement. Room and parking rates are subject to change. Parking at place of lodging is a reimbursable expense.

(2) Be sure to ask for the military rate when making reservations.

(3) There is no available government transportation for personnel between hotels and Suitland.

**(4) ONI, the Department of the Navy, and the Department of Defense do not endorse or specifically recommend any of the hotels/motels cited above. They are listed for information purposes only, based solely upon convenience.**

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## **5. PAY AND ALLOWANCES**

### **5.1 Pay and Allowances**

If your orders in block 5 designated PERSUPPDET Washington DC as the Personnel Accounting Support, then your Pay & Allowances can be processed here. Other than that, it will be processed at the locations indicated. You must have your orders endorsed by ONI-25 in

order to be paid. PSD Washington will verify your dependency status via NSIPS. Hand-carried Page 2's are strictly the exception in very limited situations.

## 5.2 Per Diem Rate

Per Diem rates can change at any time. Current per diem rates for Washington, DC and suburbs (Maryland & Northern Virginia) are as follows:

<u>Per Diem for FY12</u>	Max Lodging	MI&E	*Max P/D Rate	(FY11)
01 Oct – 31 Oct =	\$226	\$71	\$297	\$297
01 Nov – 28 Feb =	\$183	\$71	\$254	\$254
01 Mar – 30 Jun =	\$224	\$71	\$295	\$295
01 Jul – 31 Aug =	\$169	\$71	\$240	\$240
01 Sep – 30 Sep =	\$226	\$71	\$297	\$297

**First and Last Day = 75% of MI&E**

## 5.3 Transportation Reimbursement

Taxi fares between the airport and your lodging are reimbursable. Receipts are required for taxi fares over \$25.00. No government transportation is available to or from the airports.

**Reimbursement for taxis is not authorized for travel between quarters and NMIC.**

**The FY 10 reimbursement rate for POV is 0.55 ¢ (.550) per mile.**

## 5.4 Rental Car Authorization

a. Recommendations for rental car orders modification will be determined upon check-in. One car for every four reservists is the ratio of rental cars to reservists on AT/ADT during the same time period, **no exceptions**. ONI-25 CANNOT AUTHORIZE RENTAL VEHICLES. We can only certify the need for one to your NIRR, who will submit the orders modification request. COMNAVRESFOR (N2) is the final approval authority. They base their authorization on the 1:4, car-to-reservist formula.

b. Reservists are responsible for coordinating berthing arrangements to accommodate common transportation needs. To the maximum extent possible, please make arrangements with each other to carpool. ONI cannot recommend multiple rental cars simply because members are lodged in different hotels around the city.

c. An original rental car receipt and the SATO travel itinerary are needed for reimbursement on travel claims. Only economy class cars are authorized, not to exceed the government contract rate for an economy car. Upgrades are at your own expense.

## **6. SECURITY INFORMATION**

### **6.1 Prohibited Items in the NMIC**

The following is a list of items that are prohibited in the NMIC.

- ✓ Firearms and Dangerous Weapons
- ✓ Ammunition
- ✓ Alcohol
- ✓ Narcotics/Illegal Controlled Substances (other than prescription medications)
- ✓ Recording Equipment (audio, video, photographic, magnetic, optical, etc)
- ✓ Cameras
- ✓ Cellular Telephones (government and personal)
- ✓ Thumb Drives
- ✓ Laptops
- ✓ I-Pads
- ✓ MP-3 Players
- ✓ PDAs
- ✓ PEDs
- ✓ Personal Two-way Pagers
- ✓ Calculators
- ✓ Explosive and Combustible Materials
- ✓ Corrosive Chemicals
- ✓ Chemical or Biological Materials

NOTE: If you inadvertently bring any of the items listed above into the NMIC building, they will be confiscated and will not be returned.

## 6.2 Information Security

- a. All personnel with access to classified information must recognize and accept their responsibility for strict compliance with prescribed security policies.
- b. Personnel may have all containers in their possession inspected at the security desk both entering and leaving the facility, regardless of badge held. Current security policies for the NMIC dictate that all papers or documents being removed from the building may be closely scrutinized and page-checked by the ONI Police to ensure that no classified material is removed from the premises.
- c. Do not leave classified material unattended at any time. Do not leave any paperwork out on a desk overnight.

## 7. UNIFORM INFORMATION

### 7.1 Saluting Zones

Covers will be worn when going to the Navy Federal Credit Union and within the parking garage. Both areas are saluting zones.

### 7.2 Uniform of the Day

If you will be arriving at ONI within one month of a seasonal uniform shift (usually in April and October), call the ONI OSO for confirmation of the proper uniform.

- a. **Winter (starts 1<sup>st</sup> Monday in October)**

Male Officers and Chief Petty Officers:

Prescribed: Service Dress Blue

Optional: CNT or poly/cotton Khaki

Female Officers and Chief Petty Officers:

Prescribed: Service Dress Blue

Optional: Service Dress Blue (with slacks)  
CNT or poly/cotton Khaki

Male Enlisted E1-E6

Prescribed: Service Dress Blue (Jumper)

Optional: Service Uniform/Winter Blue

Female Enlisted E1-E6

Prescribed: Service Dress Blue

Optional: Service Dress Blue (with slacks)  
Service Uniform/Winter Blue (with slacks)

- All hands are authorized to wear the Service Dress Blue Sweater (leather name tag required). Black shell jacket is also authorized for E7-E9 and officers.

b. **Summer** ( starts 1<sup>st</sup> Monday in April)

Officers and Chief Petty Officers:

Prescribed: Summer White

Alternate: Service Khaki

E-6 and Junior:

Prescribed: Service Dress White

Alternate: Service Uniform or Summer White

c. Uniform for Special Events/Ceremonies for all paygrades will be:

(1) Daytime: Prescribed Uniform of the Day or as directed by host command,

(2) Evening/Civilian Functions: Officers/CPOS: Summer White, E6 and Junior: Service Dress White is the prescribed uniform for evening/civilian functions where the dress code is civilian informal.

(3) Funerals at Arlington National Cemetery: Participants: Full Dress White, Attendees: Unless otherwise prescribed, Officers/CPOS: Summer White, E6 and Junior: Service Dress White.

d. Capitol Hill:

(1) Official Business: Officers/CPOS: Summer White, E6 and Junior; Service Dress White.

(2) Congressional Hearings: Service Dress Blue (For personnel testifying or attending).

e. Requests for exception to wearing the prescribed uniform for specific events must be submitted in writing to the Commandant, Naval District Washington for approval.

## **8. MISCELLANEOUS INFORMATION**

### **8.1 Standards of Conduct**

The following is an excerpt from Bedrock Standards of Personal Conduct for Department of the Navy Personnel, SECNAVINST 5370.2H:

“To maintain public confidence in the integrity of the Department of the Navy, which is essential to the performance of its mission, all naval personnel shall comply with the following standards of conduct:

1. Avoid any action, whether or not specifically prohibited, which might result in or reasonably be expected to create the appearance of:

- \* Using public office for private gain,
- \* Giving preferential treatment to any person or entity,
- \* Impeding Government efficiency or economy,
- \* Losing complete independence or impartiality,
- \* Making a Government decision outside official channels
- \* Adversely affecting the confidence of the public in the integrity of the Government.

2. Do not engage in any activity or acquire or retain any financial interest that may result in a conflict between your private interest and the public interest of the United States related to your duties.

3. Do not engage in any activity that might result in or reasonably be expected to create the appearance of a conflict of interest.

4. Do not accept gratuities from defense contractors.

5. Do not use your official position to influence any person to provide any private benefit.

6. Do not use inside information to further a private gain.

7. Do not use your rank, title, or position for commercial purposes.

8. Avoid outside employment or activity that is incompatible with your duties or may bring discredit to the Navy.

9. Never take or use Government property or services for other than officially approved business.

10. Do not give gifts to your superiors or accept them from your subordinates.

11. Conduct no official business with persons whose participation in the transaction would be in violation of law.

12. Seek ways to promote efficiency and economy in Government operation and public confidence in its integrity.

## **9. General**

### **9.1 NMIC PARKING**

Acceptance of a vehicle registration decal, temporary pass, visitors pass, or parking permit constitutes the vehicle operator's consent to inspection of the vehicle and occupants therein by

the Installation Security Department personnel when entering, aboard, or leaving this installation.

## **9.2 Security Inspections of Vehicles and Personnel**

Entry and exit inspections are authorized to prevent or deter the unauthorized entry of personnel; illegal drugs; explosives; weapons; privately owned photographic, video, and audio equipment; privately owned computers and associated magnetic media; and other prohibited items, as well, as the unauthorized exit of government property and classified material from the facility.

## **9.3 Seat Belts**

Effective 1 May 1999, the ONI police began issuing tickets to anyone driving on the NMIC who is not wearing a seat belt. These are federal tickets and cost you \$25.

## **9.4 Types of Parking**

All parking is clearly marked as to category of parking permitted. ONI parking permits must be displayed on the driver's side of the dashboard. The following are the different categories:

- a. Official Vehicle Parking. Spaces reserved for:
  - (1) Marked government (owned or leased) vehicles, including golf carts. No permit required.
  - (2) Unmarked government (owned or leased) vehicles or POVs used for official business. Official Parking Pass required.
- b. Handicapped Parking. Spaces annotated with the universal physically disabled symbol. Parking Pass required.
- c. Executive Parking. Reserved at all times for "E" permit holders (executives). Parking violations of the assigned space will only be issued upon request of the permit holder.
- d. Car Pools. Car pools having two or more members will park in the designated spaces. Parking Pass required. Car pool parking spaces are open for general parking after 0900.
- e. General Parking. Spaces are provided for vehicles that have one individual. DoD Form 2220 is required to register permanent personnel. The badging office will issue temporary parking passes and will be issued to personnel who are not permanently assigned.
- f. Special Events. Parking permits for special events may or may not be required, however persons attending special events are expected to park in the special event area.
- g. Visitors. The parking lot in front of the building is for visitors and executives.
- h. Loading Dock Areas. Yellow diagonal marked areas are reserved for loading and unloading of delivery vehicles.